



POSITION DESCRIPTION

<i>Title:</i> Donor Relations Manager	<i>Employment Status:</i> Full-Time
<i>Department:</i> Strategic Partnerships	<i>FLSA Status:</i> Exempt
<i>Reports to:</i> Chief Strategy Officer	<i>Supervises:</i> Assistant Donor Relations Manager, Interns, and Volunteers

MISSION:

Seeking to put God’s love into action, Pikes Peak Habitat for Humanity brings people together to build homes, communities, and hope.

POSITION OVERVIEW:

The Donor Relations Manager (DRM) is responsible for the design and implementation of campaigns, programs and activities that will increase individual donations, and relationships with organizations to further the mission of Pikes Peak Habitat for Humanity (PPHFH). This will be achieved through the nurturing of financial gifts from individual private contributions, and by creating an environment that attracts, and is conducive to, planned giving.

The DRM provides leadership to the Assistant Donor Relations Manager (ADRM) to ensure the delivery of all donor communications, recognition and reporting to the Strategic Partnerships department. As necessary, the DRM will recruit and supervise interns and volunteers to help with department efforts.

Paramount to this position is the ability to work with a high degree of independence, and juggle various projects at once, while maintaining a clear view of how each project supports the organization’s mission.

CORE DUTIES:

Responsibilities:

- Create and put into effect strategies for a large, sustained base of annual individual donors.
- Manage and expand the Hope Builders giving program.
- Maintain donor relationships that promote endowments and planned giving discussions.
- Prepare donor-related revenue discussion in board committees as needed and affiliate-wide community initiatives and partnerships.
- Directly supervise and be accountable for results delivered by ADRM team member.
- Provide prospect research, as appropriate, for affiliate needs.
- Provide guidance to ADRM in budget building, planning, and tracking of donor revenue.
- Working alongside the Chief Strategy Officer (CSO), aid in securing sponsors for relevant events and appeals as needed.
- Track all donor interactions in the database and flag potential major donors.
- Manage preparation of online donation pages (Bloomerang and WordPress) as tasked to the ADRM.
- Oversee the ADRM in creating digital and print materials for sponsorship cultivation and donor recognition.
- Provide vision, energy and passion for Habitat’s mission, values and integrity in all aspects of the job.

Event Leadership:

- Lead coordination of campaign, donor cultivation and other special development-related events.
- Plan and coordinate the annual Donor Appreciation Event.

- Solicit in-kind donations and/or discounts for various events and for the needs of all PPHFH departments.

Human Resource Management:

- Sustains a collaborative environment to ensure positive, effective, and efficient working relationships with all other departments of the organization, as well as future homeowner families, volunteers, and donors.
- Maintains professional, discrete communication and does not pass along information that may be considered private and protected to future homeowner families, volunteers, donors, and other staff.
- Provides mentoring and professional growth opportunities to staff and volunteers under supervision. Manages the training needs of staff to equip them to meet department and organization's goals.
- Monitors staff's performance on a regular basis and conducts annual performance reviews for all direct reports.

Office / General:

- Answer general development, marketing and communications phone inquiries.
- Provide professional service to donors (via phone, computer and face-to-face).
- Generate development reports from database (sponsors, major donors, individuals, lapsed donors, etc.).
- Schedule various staff and volunteer meetings.

KNOWLEDGE, SKILLS, ABILITIES:

- Exceptional understanding of private philanthropy as it relates to not-for-profit organizations and a wide and deep knowledge of fundamental disciplines of resource development.
- Proven record and understanding of moves management.
- Excellent written and oral communication skills.
- Exceptional organizational skills and attention to detail.
- Excellent interpersonal skills to establish, build, and maintain effective working relationships with colleagues, board / committee members, donors, future homeowners, family partners, diverse faith beliefs, and volunteers.
- Self-motivated, ability to work independently with limited supervision, willing to handle concurrent tasks and make timely decisions.
- Ability to maintain a high level of confidentiality.
- Performs as a team player and comfortable in an ecumenical environment.
- Flexibility to work longer hours, evenings and weekends as needed.

EDUCATION, EXPERIENCE:

Preferred:

- BA/BS degree.
- At least three to five years of development and fundraising experience in a not-for-profit environment, including two years of supervisory and/or progressive management experience.
- Minimum of three years' experience working with a development database, such as Bloomerang, GiftWorks, or Raiser's Edge.
- Budget building and planning experience in a not-for-profit environment.

Required:

- A valid driver's license and proof of auto insurance.
- Proficient in Microsoft Office, including Word, Excel and PowerPoint.
- Exceptional attention to detail — including properly applying for this position by providing ALL required documentation. (*)

- Must pass a background check.

ACCOUNTABILITY:

- The DRM applicant/team member shall be:
 - In agreement with the position description.
 - In agreement with the policies and ethical guidelines of PPHFH, the Association of Fundraising Professionals and the Donor Bill of Rights.
 - Accountable to the CSO.
- And perform other projects and tasks as may be assigned.

EQUAL EMPLOYMENT OPPORTUNITY:

Our commitment to Equity, Diversity, and Inclusion in the Workplace: Pikes Peak Habitat for Humanity is an equal opportunity employer. Candidates from diverse backgrounds are encouraged to apply and are considered for employment on merit alone without regard to race (including characteristics associated with race such as hair texture, hair type, and protective hairstyles), color, religion, sex, sexual orientation, gender identity, transgender status, national origin, disability, pregnancy, age (40 or older), genetic information (including family medical history), marital status, military status, lawful conduct outside of work, membership or non-membership in a labor organization, or status in any other group protected by federal, state or local law.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Individuals in this position will generally work indoors and will have a workspace designated solely for the employee. Necessary office furnishings, equipment and supplies will be provided by PPHFH. While performing the duties of this job, the employee may periodically be required to work outdoors and would be exposed to weather conditions prevalent at the time. The employee may periodically be required to work in an offsite environment or at special events, and from time-to-time may be asked to travel on PPHFH business, at the affiliate's expense. The noise level in the work environment is usually moderate.

JOB STATUS:

- 1) FLSA Classification: This position is exempt according to guidelines of the Fair Labor Standards Act and, as such, an individual in this position is not eligible to receive overtime pay.
- 2) Full- or Part-Time: This position is full-time in nature. An individual in this position will regularly work a schedule consisting of 40 hours per week.

- 3) **Work Location:** The nature and responsibilities of this position are such that the position is designated as a remote-friendly position, such as occasionally working from home or telecommuting; however, the prime work location is the PPHFH business office.
- 4) **Regular Schedule:** Usual business days are Monday through Friday, holidays excepted, and usual business hours are from 8:30 A.M. to 5:00 P.M Mountain Time Zone. The nature and responsibilities of this position are such that the position is not eligible for flexible work scheduling, such as 4-day workweek or alternate start/end times, on a consistent or recurring basis.

With reference to Job Status numbers 3 and 4 above: If eligible, any alternative worksite arrangements and/or flexible work scheduling must be documented, effective-dated, and approved in writing by supervisor, CEO and HR, and may be discontinued by management at any time, for any reason. Documentation must be retained in the personnel record for team member to whom it applies, together with this job description.

COMPENSATION AND BENEFITS:

- The hiring range for this position is projected to be \$55,000 to \$63,000, depending on experience.
- All full-time PPHFH employees are eligible for the following employee benefits:
 - Medical/Life/Dental/Vision Insurance/401(k) Retirement Program with employer match up to 4%/Accrued Vacation and Sick hours/Paid holidays.

APPLICATION TIMELINE & INSTRUCTIONS

- Online application window opens January 10, 2024
- Position will remain open until filled
- No telephone calls, email or personal inquiries

Apply at pikespeakhabitat.org/employment:

- 1) Complete online application
- 2) *Upload C.V. / resume
- 3) *Upload cover letter explaining how you meet/exceed the position's preferred levels of education and experience contained within this job description.

ABOUT PIKES PEAK HABITAT FOR HUMANITY:

Habitat for Humanity, founded in 1976, is a global, Christian-based nonprofit organization that grew out of an intentionally multi-racial community in rural Georgia. Locally, Pikes Peak Habitat for Humanity was established in 1986. Seeking to put God's love into action, Pikes Peak Habitat brings together people of all faiths and people of no faith to build homes, communities, and hope. Working alongside each other, we help families and individuals build and improve places to call home and achieve the strength, stability, and self-reliance they need to build better lives for themselves. Pikes Peak Habitat seeks individuals who have a willingness to affirm these principles and values.

At Pikes Peak Habitat for Humanity, we embrace a history rooted in creating equity and take our mission seriously by courageously committing to a culture and workplace where all staff feel safe, welcome, visible, respected, supported, and valued. As an equal opportunity employer, we realize that our success

depends upon building an inclusive workforce of diverse perspectives and encourage people of varied races (which is inclusive of traits historically associated with race, including, but not limited to, protective hairstyles and hair texture), ethnicities, national origins, tribes, religions, ages, gender identities and expressions, genders, sexual orientations, marital statuses, disabilities, veteran/reserve national guard statuses, socio-economic statuses, thinking and communication styles to work with us.

We also require that all staff take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities (especially children), and all those with whom we work. In line with the prevention of sexual exploitation and abuse, all staff must pass a thorough background screening and will be held accountable for upholding our policies around ethical behavior, including safeguarding and whistleblowing.